



## **Educational Communications Board**

3319 West Beltline Highway • Madison, WI 53713-4296 • 608.264.9600 • ECB.org

### **Position Description Electronics Tech Media - Intermediate LTE ECB Operations Center (OC) – Master Control**

**Educational Communications Board  
LTE - ECB Operations Center  
Electronics Tech Media - Intermediate**

#### **Position Summary:**

The role of this position is to perform all aspects of operating shifts at the highest levels of proficiency. The employee shall develop proficiency in a variety of systems and workflows in the functional areas of operations tasks including Master Control, Transmission Control, and Media Prep.

This LTE position reports to the Operations Center Manager and works closely with other OC and technical services staff. Work is performed under general supervision.

#### **Goals and Worker Activities:**

- A1. Perform operations shifts in Master Control. Monitor and correct, when necessary, all inbound and outbound delivery systems and media (audio, video, data) to maintain an error-free broadcast environment, FCC compliance, and engineering standards.
- A2. Evaluate video, audio, closed captions, and other factors of programs and interstitial material to ensure broadcast-quality recordings.
- A3. Properly process and/or append daily playlists into the broadcast automation system. Make any necessary corrections for any missing or incorrect material, and report such issues to the proper department.
- A4. Monitor and manage multi-channel playback operations with meticulous attention to detail, assuring a consistent and smooth transition between all program materials.
- A5. Maintain excellent communications with Traffic, Maintenance, and other Operations personnel to report and correct problems.
- A6. Maintain logs and documentation as required.
- A7. Monitor all outgoing television transmission signals, as well as off-air signals, to ensure consistent video and audio quality, closed-captioning compliance, lip sync, etc.
- A8. Engage with ECB site engineers and agency clients, by telephone and e-mail, to report and resolve technical issues, relay crucial information, minimize downtime, and ensure consistent performance of ECB's broadcast mission.



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### **Knowledge, Skills and Abilities Required:**

1. Knowledge encompassing basic proficiency in Microsoft Office products.
2. Knowledge of television master control operations.
3. Ability to work fluently with a wide variety of computer platforms and software.
4. Knowledge of audio and video standards.
5. Ability to perform tasks under time pressure.
6. Skill in paying extreme attention to detail.
7. Ability to provide clear and accurate written and verbal communications.
8. Strong ability to participate in a team environment.
9. Ability to problem-solve and to execute technical workarounds.

### **Special Requirements:**

- This position requires a variable, non-traditional work schedule including nights and weekends.
- This position requires the ability to work with minimal supervision.